

## **SERVICE STATION SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Work requires planning and supervising the servicing of automobiles, trucks, and related automotive equipment. The servicing provided is non-mechanical and includes fueling, changing oil, greasing, lubricating, fixing flats, and checking batteries and tires. The employee of this class is occasionally subject to hazardous working conditions while fixing flats on large trucks and construction equipment and is on 24 hour call. Incumbent trains and directly supervises a group of service station attendants and keeps records and reports related to servicing operations. Work is performed with considerable independence within established policies, procedures, and is reviewed by superiors through periodic inspections, conferences, and reports.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Makes periodic inspections of services performed, and facilities and equipment used. Requisitions needed supplies and equipment. Assists in developing a program for scheduled servicing of vehicles. Trains and instructs personnel in automotive service practices and procedures. Prepares and submits reports on inventory, personnel absences, overtime pay, etc. Maintains records on vehicles serviced, fuel consumed, and tire repair costs for each vehicle. May assist subordinates in washing, greasing, changing oil and filters, repairing tires, and fueling vehicle. Reviews vehicle technical folders for preventative maintenance requirements and to ensure proper use of lubricants.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of a large variety of lubricants used in cars, trucks, and heavy equipment.

Thorough knowledge of the service requirements of the vehicles and equipment for which servicing is provided.

Ability to plan and carry out a servicing program in accordance with set policies and procedures.

Ability to supervise subordinates.

Ability to maintain records and submit reports on servicing operations.

Ability to establish and maintain effective relationships with superiors and other employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and considerable experience in servicing automotive equipment, including supervisory experience; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid Louisiana Driver's License.